



## **Job title: Student Support Officer**

Salary:	Grade 5 (SCP 9-17)
Hours:	Full time
Contract type:	Permanent
Reporting to:	Student Support Manager
Responsible for:	Removing barriers to learning for students

### **Main purpose**

The student support officer, under the direction of the Student Support Manager (in the relevant year group), will:

- Ensure that barriers to learning for students are reduced by ensuring effective partnership working with all professionals in school and forging strong relationships with students' families.
- Have an excellent knowledge of SEND/PP/CIC/Vulnerable Students in your year group and act as their champion so they can access the curriculum.
- Contribute to the aims and values of the school by implementing the pastoral timetable to ensure there is accurate support for students.
- Liaison with external professionals as required.

### **Duties and responsibilities**

#### **Leadership**

- Support the Student Support Manager in leading on the implementation of an effective behaviour system within the year group
- Implement systems and processes (Tier Plans) to improve the behaviour within the year group
- Support Form Tutors with queries on pastoral issues
- Contribute to the overall vision, aims and ethos of the academy
- Set high expectations for all students in the year and inspire and motivate students to reach and maintain high standards
- Have a clear understanding of the needs of students within the year group and how you can play a part in removing barriers
- Support year group activities such as assemblies
- Support the systems within the year group for driving high standards and improvement

#### **Behaviour**

- Working with relevant school staff (SLT, Achievement Coordinator, SEND, Aspire Centre Manager and Attendance Team) to promote the inclusion of students within the year group, particularly the students with the greatest barriers to learning
- Share information for 'At Risk' meetings in school
- Provide support to students so that students can access their lessons



- Attend relevant meetings, particularly with parents and carers to improve the behaviour of students
- Support a culture of praise and reward in the year group
- Support the reduction of the number of students that are involved in repeat incidents in the year group
- Deliver effective mentoring/intervention as per the pastoral timetable
- Liaise with external agencies so that students are access the right support

## **Attendance**

- Support the attendance team to improve the attendance of students in the year group
- Support the attendance team to reduce the number of students that are late to school
- Support students to improve the number of missed learning opportunities within the year group by reducing truancy
- Support relevant meetings with the attendance team as directed
- Support students with medical needs to fully access school

## **Safeguarding**

- Complete relevant training to support the needs of the year group
- Support the DSL/Deputy DSL in actioning low level concerns
- Support students that have new/open concerns
- Support students with 1:1 intervention as directed

## **Engagement**

- Ensure students engage in the interventions you deliver
- Support the Form Time as directed
- Coach, mentor and plan and deliver interventions to students as directed
- Work with the year group team to provide in class support as required
- Cover class teachers in a short-term absence as required

## **Other responsibilities**

- Complete relevant duties as directed
- Resolve uniform issues within the year group you are assigned to
- Liaise with external agencies as required
- Complete general administration in relation to pastoral needs
- Support the detention collection rota
- Complete duties for tackling poor behaviour for example managing the Re-set Room
- Complete relevant meetings with parents and carers
- Support the running of Pastoral Detentions
- Participate in the on-call system
- Act as a first aider
- Support Educational Visits as directed



The Student Support Officer will be required to safeguard and promote the welfare of children and young people and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Student Support Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



## Person specification

(this is a guide and is not expected that any one candidate will necessarily fulfil all of the list points)

Skills	Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>English and Maths GCSE (C or above/ Grade 4 or above)</li> <li>Relevant qualification in supporting learning</li> </ul>	AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>Evidence of working successfully with young people who have a barrier to learning</li> <li>Evidence of supporting young people in a learning environment</li> <li>Attended courses that can aid the development of young people (for example counselling, mentoring)</li> <li>Demonstrate your ability to overcome a difficulty</li> </ul>	I, R  AF AF  AF
<b>Knowledge</b> <ul style="list-style-type: none"> <li>To understand young people with challenging behaviour</li> <li>Be able to apply the schools policies effectively</li> <li>Understanding of working in a setting to educate young people</li> <li>Understand how to support a young person in and out of the classroom</li> <li>To be able to deal with parents and other agencies effectively</li> <li>To enable a young person to make effective progress</li> <li>Understands how to effectively safeguard young people</li> </ul>	O AF, R AF  O I I, R I, R
<b>Leadership</b> <ul style="list-style-type: none"> <li>Has high standards and expectations of yourself</li> <li>Set high standards for others</li> <li>Is a motivator of others</li> <li>Can inspire young people to dream big</li> <li>Is an effective team player</li> <li>Has integrity and accountability</li> <li>Has excellent intra/interpersonal skills</li> <li>Does not shy away from a challenge</li> </ul>	AF O O I I I, R I I, R



Supporting Students	
<ul style="list-style-type: none"><li>• Excellent Literacy and Numeracy skills</li><li>• Strong communicator</li><li>• Can work with young people in a range of capacities</li><li>• Can form outstanding relationships with young people</li><li>• Has excellent time management and organisational skills</li><li>• Strives to drive achievement and standards</li><li>• Is resilient and possess an excellent sense of humour</li><li>• Will embed the school ethos into all aspects of school life</li><li>• Can lead and run effective student interventions</li></ul>	AF I O I I, R I O R I

*AF – Application Form, I – Interview, O – Observation, R – Reference*